

Proof of Identity

Proving your identity is an important step in the application process. This step establishes your identity including your age and residential address.

You must provide proof of your identity when completing the application process with Service Tasmania or submitting your interstate/overseas application.

The best way to prove your identity is by presenting an Australian Photo Driver Licence with your correct name and address details on it. This licence can be expired up to two (2) years.

If the name and/or address details are not correct, then you must also provide Evidence of Residential Address and/or Evidence of Change of Name documents.

If you cannot provide any of the above, then you must provide at least three (3) documents from the lists below, either:

- One document from Category A plus two documents from Category B, or
- Two documents from Category A plus one document from Category B

At least one document from either category must show your date of birth and current Australian residential address. If the documents you provide don't show a current Australian residential address, you will need to provide a fourth document less than six (6) months old from the Evidence of Residential Address category.

All documents must be **original** (photocopies or certified copies are not acceptable).

All proof of identity documents must be in English, or accompanied by an English translation from an accredited translator.

If your name is different than what is shown on your Category A documents, you must also provide at least one original Evidence of Change of Name document.

Category A Documents

- Australian Birth Certificate (not an Extract or commemorative certificate) issued by Births, Deaths and Marriages
- Australian Citizenship papers
- Australian Passport (can be expired up to 2 years)
- Overseas Passport/Visa
- Australian Photo Driver Licence (can be expired up to 2 years)
- Australian Firearm Licence
- Tasmanian Government Personal Information Card (displaying full name)
- Department of Immigration & Citizenship issued travel documents, including a Visa
- Department of Immigration & Citizenship Certificate of Evidence of Resident Status

Category B Documents

All documents must be original and current:

- Medicare Card
- Plastic Bank or Credit Card, with signature
- Student Identity Card with photo issued by an Australian Educational Institution
- Department of Veterans Affairs/Centrelink Pensioner Concession Card
- Births, Deaths & Marriages Change of Name/Marriage Certificate or Deed Poll

Evidence of Change of Name

If your identity documents don't show your new name, you must provide one of the following.

All documents must be original and current:

- Marriage Certificate issued by Births, Deaths & Marriages (or interstate/overseas Registry Office equivalent) - Church or Celebrant issued certificates are not acceptable.
- Divorce Paper indicating the name being reverted to, as issued by a Court
- Change of Name Registration issued by Births, Deaths & Marriages or Deed Poll
- Guardianship Order issued by the relevant Authority
- Adoption Paper issued by a Court.

Evidence of Residential Address

If none of your proof of identity documents show your current Tasmanian residential address, you must provide one original document (less than 6 months old) to establish your current residential address.

Examples include:

- Financial Institution Statement
- Utility Account (power, water, sewerage, telephone, gas) with evidence of payment
- Council Rate Notice
- Lease or Rent Agreement
- Land Tax Valuation Notice
- Australian Taxation Office Assessment (current or last financial year)
- Certificate of Title

Receiving your results

If your application is successful, you will be posted a Working with Vulnerable People Registration Card. If there are any issues with your application, you will be contacted by post or email (as indicated in your application).

It's important to allow time for your application to be processed. We recommend you apply **at least six weeks** before you need your Working with Vulnerable People Registration.

Penalties for not complying

If you do not hold a Working with Vulnerable People Registration within the required timeframe listed in [Fact Sheet: 'A guide to the 3-year phased in approach for child-related sectors'](#) you will be committing a criminal offence, and serious penalties apply. On the spot fines of up to \$1400 can be issued where a person is found to be working of volunteering in a role that requires registration.

For more information contact

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